



PUBLIC WORKS SUPERVISOR - ADMINISTRATIVE

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of complex and highly responsible professional administrative duties involved in the study, planning, development and implementation of systems, program, policies, procedures and practices. To collaborate with other city departments on the development of communication, community and customer outreach, public education and information, marketing, safety, employee development/training, and financial strategies for Public Works in accordance to the City's mission and values.

Supervision Received and Exercised:

Receives general direction from the Public Works Director, Deputy Public Works Director or Public Works Administrative Manager.

Exercises direct supervision over assigned staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Work closely with the Deputy Public Works Director and management staff to recommend and implement goals and objectives for special programs, projects and systems; participate in the department's short and long-term planning; establish schedules and methods for program operations; and supervise the implementation of policies and procedures;
- Participate in the department's strategic planning process and play a major role in other larger scope financial and administrative issues;
- Develops a collaborative system that encourages cross-functional cooperation and focuses on implementing programs to meet identified timelines
- Select, train, motivate, track, assign and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies;
- Provide pro-active performance planning through ePerformance; utilize the ePlan to formalize performance goals, outline professional development plans, and discuss job

CITY OF TEMPE

Public Works Supervisor – Administrative (continued)

competencies; and utilize the eLogs as an electronic dialogue tool and communication resources for transparent documentation;

- Maintain effective and consistent one on one dialogue with all employees on a regular basis;
- Research and study current literature on municipal administration and operation for the purpose of making recommendations; review and recommend action on proposed and approved legislation and regulations to determine their impact upon the division or department;
- Recommend and implement goals and objectives for special programs, projects and systems;
- Develop, implement and coordinate various critical department-wide programs;
- Act as liaison with other key city departments directly related to program area and assignment;
- Prepare, review and approve cost estimates for budget recommendations and justification for budget items;
- Oversee and approve bid specification preparation; and make recommendations for bid awards. Oversee and manage administration of contracts with professional consultants and other contractors in the assigned areas;
- Oversee coordination of the production and distribution of a wide variety of printed and electronic materials, including oversight of Division and/or Department web pages, annual reports, and collateral materials;
- Develop and maintain relationships with a variety of community organizations and stakeholders, including the business community, Arizona State University, school districts, Tempe Chamber of Commerce, Tempe Convention and Visitors Bureau, Downtown Tempe Community and a variety of regional and state agencies;
- Serve as staff liaison and/or provide staff support to advisory boards, commissions, and committees;
- Prepare written and oral reports for the City Council on Public Works related items;
- Oversee administration of the City's compliance with a variety of programs based on programmatic area and assignment;
- Ensure regulatory compliance with local, state or national agencies associated with program area;

CITY OF TEMPE

Public Works Supervisor – Administrative (continued)

- Respond to general inquiries from the public and other city departments;
- Prepare complex, concise, clear, and accurate reports for City Council, department, other jurisdictions or agencies, consulting firms, and the public; Exercise considerable independent judgment in accomplishing the work of the section;
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Five years of increasingly responsible full-time professional administrative or program management experience in a public agency or public relations and/or marketing experience. Two years of program development responsibilities as well as some supervisory experience is preferred.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, marketing, public relations, communication, advertising, or a degree related to the core functions of this position.

Licenses/Certification:

None

Examples of Physical and/or Mental Activities:

- Operate city vehicles
- Work in a stationary position at desk or at computer for considerable periods of time
- Operate computers, calculators and other office machines
- Considerable reading and close vision work
- May work alone for extended periods of time at the office
- May require working extended hours

Competencies:

(Pending)

Job Code: 509

FLSA Status – Exempt/ Classified

*Effective January 2014
Revised April 2014 (update duties)*